



Job Announcement

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Opening Date:	January 23, 2009	Closing Date:	February 6, 2009
Job Title:	Criminal Assistant	Position Type:	Regular Full Time
PIN:	060010	FLSA Status:	Non-Exempt
Location:	Circuit Court for Baltimore City Baltimore, Maryland	Grade/Entry Salary:	J06 \$28,703 - \$34,010 (Depending on Qualifications)
Financial Disclosure:	No		

Regular State employees subject to promotion/demotion policy

Essential Functions: Prepares new criminal case files by reviewing charging documents, inputting initial docket information and establishing case file folder for the documents. Maintains case dockets by entering records of case documents as they are received using a computer keyboard. Assists the public, attorneys, and other agencies by providing information about the status of cases or Clerk's Office procedures both at the counter and by telephone. Prepares summonses, writs, commitments, releases, bail bonds, bills for costs, etc., via a computer system. Assesses fees and court costs, and collects money using a computerized cash register; and prepares and issues bills. Completes appropriate forms to carry out court orders and calculates time served when preparing commitment forms.

Education: High School Diploma or GED.

Experience: One year of related experience.

Skills/Abilities: Ability to communicate in an effective, patient, tactful manner with customers and co-workers; define problems, collect data, establish facts, and draw valid conclusions; verify comments and notations and record essential information; set priorities and simultaneously process multiple duties and responsibilities; apply job-related codes, policies, procedures, rules, regulations, and laws as required. Ability to operate a personal computer and type 35 wpm net and no more than 5 errors or 5,000 kph net and no more than 10 errors, as demonstrated by successful completion of a typing or alphanumeric data entry test, each test not to exceed 5 minutes. Ability to perform basic mathematical calculations. Demonstrate knowledge and ability to apply job-related terminology. Ability to perform all of the essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Circuit Court for Baltimore City
Room 412 Courthouse East
111 N. Calvert Street
Baltimore, MD 21202
Attn: Frank M. Conaway, Clerk

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.